

Mandatory E-Filing Frequently Asked Questions (FAQS)*

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General Questions

1) When does the new mandatory e-filing rule begin?

July 1, 2009.

2) What gives the Clerk authority to require that I e-file?

[General Rule 30](#) (GR 30) governs electronic filing in Washington Courts. GR 30 allows local courts to mandate electronic filing. King County Superior Court has implemented a new local rule, [LGR 30](#), which mandates electronic filing for attorneys effective July 1, 2009.

3) Is there a fee to e-file documents?*

E-Filing is free for non-fee documents. Fee-related documents are subject to the standard [fee schedule](#), plus the standard King County E-commerce transaction fee (\$2.49 for credit cards or \$1.49* for internet check payments).

4) Who is required to e-file?

All attorneys are required to e-file. The Clerk's office encourages pro-se parties (those who are not represented by counsel) to e-file; however, they are not required to do so.

5) I do not have an attorney. Do I need to e-file?

No. Only attorneys are required to e-file. The clerk encourages *pro se* parties to e-file, but it is not mandatory. If you are interested in e-filing you may refer to our website for assistance. <http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

6) How quickly can I set-up an e-filing account and begin e-filing?

Setting up an E-Filing account with the Clerk's office is easy and takes just a few minutes. Once you have set up an account you may begin to e-file immediately. For more information about setting-up and using an e-filing account, visit the Clerk's office website. <http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

7) What if I cannot meet the requirement to e-file?

If you are an attorney and are unable to electronically file for whatever reason, you must apply to the Clerk for a waiver to file documents in paper form. Waiver requests may be made for a single document, an entire case, or a specific period of time. The Clerk will consider each application and will provide a written approval or denial to the requestor. You may continue to file documents in paper form while your request is being processed. If the waiver is denied, all future filings submitted in paper form may be assessed a faulty document fee.

8) I am on a tight deadline and am a first-time e-filer that has not set up my e-filing account yet—can I file in paper form?

If you are an attorney and a first-time e-filer who is unable to set-up an e-filing account before a filing deadline, you may file your documents in paper form with a completed

waiver application attached. Your documents will be accepted for filing while your waiver application is being considered.

9) What will the Clerk's office do if I do not e-file my documents?

If you are an attorney and you fail to comply with the court rule you may incur a faulty document fee for each document which should be e-filed but is filed in paper form.

10) If I e-mail my documents to the Clerk for filing, will I meet the requirement to e-file?

No. Documents must be submitted to the Clerk via the [E-Filing application](#).

11) Do I need to submit all my documents electronically?

The local rule excludes certain documents from e-filing—these documents *must* be filed in paper form only (LGR 30 (b)(5)):

(A) Documents That Shall Not Be E-Filed. Exceptions to mandatory e-filing include the following documents:

- (i) Original wills and codicils, including new probate cases that include original wills or codicils;*
- (ii) Certified records of proceedings for purposes of appeal;*
- (iii) Documents of foreign governments under official seal including foreign and out of state adoption documents;*
- (iv) Documents presented for filing during a court hearing or trial;*
- (v) Document for filing in an Aggravated Murder case;*
- (vi) Administrative Law Review (ARL) Petitions;*
- (vii) Interpleader or Surplus Funds Petitions; and*
- (viii) Documents submitted for in-camera review, including documents submitted pursuant to LGR15*

The above-excepted documents must be filed in paper form.

Additionally, certain documents *may* be e-filed, but are not required to be e-filed: 1) voluminous documents of 100 pages or more; and 2) summary judgment and trial by affidavit motions and supporting documents. See [LGR 30](#) for more information.

12) Are there any documents that I cannot file electronically?

Yes. Pursuant to [GR 30](#) and LGR 30, certain documents cannot be filed electronically. See LGR 30 for the specific list of documents that are to be filed in paper form only.

Documents that previously were *not* to be filed in the court file under any circumstances are still not to be filed in the court file. Examples of these types of documents are negotiable instruments, exhibits, and trial notebooks.

13) I have a case initiated before 2000 that is still active. Can I e-file documents in cases filed prior to the year 2000?

No. Documents to be filed in cases initiated prior to January 1, 2000 are an exception to the mandatory e-filing rule and must be filed in paper form. See [LGR 30](#).

14) Can I use the E-Filing application to initiate a new case?

Yes, for most cases. Please see [LGR 30](#) for a list of documents that shall not be e-filed.

15) Am I required to e-file new cases?

For most new cases the answer is “Yes”; however, there are certain exceptions. Please see [LGR 30](#).

16) Can I e-file anytime, including weekends and holidays?

Yes. The [E-Filing application](#) is available for use anytime on any day. However, documents submitted after 4:30 pm Monday through Friday, or on weekends and holidays, will be filed on the next regular business day.

17) How do I sign e-filed documents?

See [GR 30](#) for accepted procedures for signing electronic documents.

18) If a Judge e-files an order, how do they sign it?

When Judges sign *electronically filed orders* they will do so using a digital signature. Digital signatures consist of a ‘hash’ of characters that is unique to each order to which it is applied:

This document is signed in accordance with the provisions in GR 30.
Certificate Hash: 32D399B117C5761F71F2FE1ED7927F34CF5279E3
Certificate effective date: 5/6/2008 12:20:09 PM
Certificate expiry date: 5/6/2010 12:20:09 PM
Certificate Issued by: CN=Washington State CA B1, OU=State of Washington
CA, O=State of Washington PKI, C=US

In addition to this digital signature ‘hash’ many judges who will be electronically signing orders have elected to also have an image of their pen and ink signature applied to the signature page that is appended to e-filed orders. This signature page will always be the last page. Please note that, for the time being, the vast majority of orders will continue to be signed in hard copy and scanned as they have been in the past.

19) Can I serve other parties and counsel electronically?

Yes. [GR 30](#) allows for parties to electronically serve documents on other parties if they agree to accept e-service. The Clerk’s E-Filing application allows parties to opt-in to e-service on a case by case basis. Please go to the [E-Filing application](#) sign in, and select the link to ‘Opt-In to E-Service’.

20) Am I supposed to e-file proposed orders?

No. Proposed orders are not filed, unless as an attachment to the original e-filed motion. Proposed orders should be included as part of your Ex Parte via the Clerk and Working Copies submission. Please see the FAQ section on [Ex Parte via the Clerk](#) and [Working Copies](#) Clerks' web pages for more information.

21) When I e-file a document(s), is it automatically submitted to Ex Parte via the Clerk?

No. After you complete the e-filing process, you must proceed to the 'E-Ex Parte via the Clerk' component of the E-Filing application to compile your Ex Parte submission and pay the required \$30.00 fee. You can get to this component from the confirmation receipt after filing into an existing case or from the Status tab under the My Cases option on the home page when initiating a new case.

For addition E-Ex Parte via the Clerk information, please view:

<http://www.kingcounty.gov/courts/Clerk/Ex%20Parte>

22) When I e-file a document(s), are working copies automatically sent to the court and parties?

No. E-Filing a document(s) and creating an electronic Working Copies submission for the court are two separate processes within the E-Filing application. You can get to this component from the confirmation receipt after filing into an existing case or from the Status tab under the My Cases option on the home page when initiating a new case.

For additional E-Working Copies information, please visit:

<http://www.kingcounty.gov/courts/Clerk/E-Working%20Copies>

23) How do I e-file sealed documents?

Please see [LCR 79\(d\) \(6\)](#) for the requirements for submitting sealed documents. There is not a separate process to e-file sealed documents.

Note: e-filed documents are not available for public viewing until they have first been reviewed and processed by the clerk.

24) If I e-file an unsealed document that has a sealed document attached to it, will the Clerk seal the entire document? *

No. The document will not be sealed and will be available for viewing by the public. To seal the document, you will be required to obtain a court order directing the Clerk to seal the entire document and you will further be required to file a redacted version of the document. Please see [LGR 15](#).

25) How do I obtain a 'Writ of Garnishment' or 'Writ of Execution'?

These processes are not changing; you can present it in person or send it by mail.

26) Can I still fax my documents to the clerk for filing?

No. Effective July 1, 2009 the Clerk's Office will not accept fax filings. You may continue to fax file pursuant to [GR 17](#) until that time.

27) Is there training available to learn how to e-file?

Yes. The Clerk's office regularly provides demonstration sessions for users of the E-Filing application. Materials from the demonstration sessions are also available online. For information about training resources, visit the Clerk's [e-filing webpage](#).

Processing Questions

28) Can I view my documents after e-filing?

You can view your recently e-filed documents through your e-filing account under 'My Cases>Status' tab for 30 days post submittal date. After the documents' status has changed from 'pending' to 'filed', you may either use the Clerk's [ECR Online](#) application to view documents, come to one of the three [courthouses](#) and access ECR in our public viewing areas, or submit a [correspondence request](#) to the Clerk's Office.

Note: [ECR Online](#) access is limited to Criminal, Civil, and Probate cases which were filed (initiated) after November 1, 2004. You cannot view Domestic cases (Divorce, Legal Separation, Child Support, etc), Guardianship cases or Protection Orders via the internet.

29) How long will it take for my document to be processed?

Generally, documents are viewable through the ECR application within one business day, and fully processed within three business days.

30) Can my e-filed documents be rejected for filing? How will I know?

Yes. The Clerk may reject e-filed documents. The Clerk will notify you if your documents, or case, cannot be accepted for filing. An e-mail notification will be sent to your E-Filing application user account e-mail address. You may also check the status of your filings, and whether a document has been filed or rejected, in the E-Filing application under the 'My Cases > Status' tab.

31) How do I receive my case schedule?

For managed cases, an Order Setting Case Schedule will be automatically generated after you have completed the e-commerce transaction. You will be able to print and/or save a copy of your schedule from you Confirmation Receipt.

You may view your e-filed documents, including you case schedule, in recently initiated e-filed cases through your e-filing account under 'My Cases>Status' tab for 30 days post submittal date. After the documents have been processed, you may use the Clerk's [ECR Online](#) application to view the documents.

32) Do I still have to file a Case Assignment Designation and Case Information Cover Sheet (CICS)?

No. The [E-Filing application](#) will automatically create and file a Case Assignment Designation and Case Information Cover Sheet based on selections you make when e-filing your documents.

33) Can I obtain certified copies electronically?

No. Electronic delivery of certified copies is not available at this time.

Technical Questions

34) What document file format types will the E-Filing application accept?

The [E-Filing application](#) will only accept Portable Document Format (PDF) and Tagged Image File Format (TIFF) electronic documents when filing into an existing case, starting a new case or for 'Ex Parte via the Clerk' submittals. The 'Working Copies' E-Filing application component will also accept MS Word and Word Perfect files for proposed orders.

35) Do I need any special computer hardware or software to e-file?

To use the [E-Filing application](#) you will need an internet connection (we recommend a high-speed connection), an active e-mail account, and the ability to convert your documents into the accepted file formats (PDF or TIFF). If you will be converting documents from paper to an electronic format a scanner will be necessary.

36) How do I convert a paper document into an electronic copy if I do not have a scanner?

Scanners available for public use are located at the [King County Law Library](#) in the downtown Seattle Courthouse and in the Clerk's Office Customer Service area at the Maleng Regional Justice Center in Kent.

37) What if I am unable to successfully upload and e-file my PDF document?*

If you are having trouble submitting your PDF document into the E-Filing application, your PDF file may be incompatible with the application's file validation requirements.

The E-Filing application suite is currently compatible with Adobe® Acrobat 9® software. Please verify that your scanner or PDF conversion software is set to version 9 or less.

Many free PDF conversion software packages are available online. One such product is "Cute PDF" from <http://cutepdf.com> (choose the FREEWARE download version). Once you have Cute PDF on your computer, open your document and select to 'print'. From your printer options choose the 'Cute PDF Writer' option.

38) May I use the Adobe Typewriter tool to add text to a PDF document file prior to e-filing?

Yes. As of March 15, 2010 the E-Filing application suite was enhanced to accept Adobe® Acrobat 9® software capabilities, including Typewriter enhanced documents.

39) Are there file size limits for e-filed documents?

Yes. Individual documents to be e-filed cannot exceed 5 MB. The total size of all documents to be submitted in a single e-filing session cannot exceed 50 MB.

40) What do I do if the document I want to e-file is under 100 pages yet exceeds the file size limit and the E-Filing application won't accept it?

You can break the individual document into separate files that do not exceed the 5MB file size limit. Those separate files can then be uploaded as attachments to the main document. Note, that after processing by the clerk, all separately uploaded attachments will be merged with the "lead" document and will from that point forward appear as a single document.

41) How do I e-file large sized or bulky documents, such as maps?

If you are unable to shrink and re-size the document into an acceptable physical size for e-filing, a hard (paper) copy of document may be submitted to the Clerk. The document will be subsequently processed and maintained as a file exhibit. The document will not become part of the permanent case file and you will be assessed the \$20.00 exhibit processing fee.

42) How do I get technical support if I have a problem with the E-Filing application?

If you experience technical problems with the E-Filing application, you may contact our help desk at (206) 205-1600 or by sending an email to Eservices@kingcounty.gov. Our office can only assist with questions relating to e-filing and cannot address questions relating to your hardware or software systems or your internet connectivity.

43) What if my internet connection is down?

It is your responsibility to obtain access to a working internet connection. There are numerous locations that offer free internet access to the public, including public libraries, the [King County Law Library](#) on the 6th floor of the downtown Seattle Courthouse, and at the Maleng Regional Justice Center in Kent.

44) What do I do if the E-Filing application is down?

In the unlikely event that the E-Filing application is down unexpectedly, you will be directed to an alternate website (kcscclerkefilingstatus.com) which will provide you with instructions on how you may file your documents. You may also call 206-296-9300 or our e-services clerk at 206-205-1600 for help and information.

45) What if the King County website is down and I cannot access the E-Filing application?

In the event that the King County network is down, you may call 206-296-9300 or our e-services clerk at 206-205-1600, or go to: [kcscclerkefilingstatus.com](http://www.kcscclerkefilingstatus.com) for instructions on how to file your documents.

46) Will I be notified if the E-Filing application will be taken down for system maintenance?*

Yes. Periodically we will be taking the system off-line to perform routine maintenance, generally after hours or on weekends. During these times, we will provide notice on our E-Filing Sign on page and on the E-Filing application status web page:
<http://www.kcscclerkefilingstatus.com/>

[Ex Parte via the Clerk FAQs](#) (Ctrl & Enter to follow link)

[Working Copies FAQs](#) (Ctrl & Enter to follow link)